



BURNS INTERAGENCY FIRE ZONE

2008

Training and Qualifications Review

Committee Charter

Prepared by:
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BIFZ Training Officer
Kristina Thissell
Date: 02/25/2008

Reviewed by:
Steve Morefield

BIFZ FMO
Steve Morefield
Date: 03/21/08

Approved by:
Dana Shuford

**Burns District BLM
Manager**
Dana Shuford
Date: 03/21/08

Approved by:
Jerry Hensley

**Emigrant Creek USFS
District Ranger**
Jerry Hensley
Date: 04/03/08

Burns Interagency Fire Zone Training and Qualifications Review Committee Charter

The purpose of the Training Qualifications and Review Committee will be to ensure all Fire and RX Fire Qualifications and Training requirements are being met.

The committee will develop and follow a Fire Training and Qualifications Plan, to ensure consistency and safety.

The Training and Qualifications Review Committee Charter, and the Training and Qualifications Plan, will be updated annually.

The committee will provide oversight for wildland and prescribed fire training and ensure a pool of qualified personnel is maintained within the area.

The committee ensures that NWCG sanctioned courses are taught to improve and strengthen the knowledge, skills and abilities of employees and to foster employee development.

The Training Officer, will review redcards and qualifications to ensure that employees are meeting the requirements of the agency they are employed by; FS – 5109.17, BLM- 310-1, and the Red Book.

The Training Officer will certify that the qualifications generated by IQCS are valid by reviewing the training and experience of each employee.

The Committee will determine if each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.

The Committee will recommend the employee for final sign-off of Position Task Books to the FMO for signature.

The Training Officer with the help of the committee will develop interagency training requirements, and sponsor courses that can be offered locally.

The Training Officer will ensure that training nominees meet minimum requirements for attending courses.

The Committee may convene at the request of the Committee members, to review critical needs positions, training, and qualifications. These special sessions will be outside of normal spring and fall review meetings.

The Chairman of the Committee will be the FMO.

Length of terms for Non-Fire Representative and Captain Level will be 1 year. District Leadership Team and Management Team will select appropriate candidates to participate on the Committee.

Review of task books will take place during the spring and fall meetings. The Training and Qualifications Review Committee can convene if there is a need to review and certify a critical needs task book, or if there is an abundance of task books turned in that need to be reviewed and certified.

Responsibilities of the Representatives on the Committee:
Work with the employees that they represent, provide them guidance in career-ladders.

Committee Members will consist of the following:

FMO/Committee Chair person – Steve Morefield
Zone Training Officer – Kristina Thissell
Resource /District Manager's Representative-Jerry Hensley/
Malheur Refuge Representative- Shane Theall
Aviation Representative – Kirk Rothwell
Fuels Representative – Ken Hagle
Division Fire Management Officer's – Dave Toney,
Burns Fire Operations Supervisor – Cody McConnell
Frenchglen Fire Operations Supervisor – Brent Meisinger
Allison/Crow Flat Fire Operations Supervisor – Kim Valentine
Captain Level Representative – Gary Freitag (or delegated representative in his absence)
NFFE Representative (FS Union) – Roy Schwenke

The Committee must have Fire Staff, Resource/District Manager Representative, and the Zone Training Officer present, and a total of seven participants to have a valid quorum.